

Human Resources Personnel Action Form

Form PAF Created: Aug2013 Revised: 08/31/15 HR Drive/Forms

Today's Date: 12/17/2015	Propos	ed Effective Date:	Decemb	er 31	, 2015	Effectiv	e Date:December
Action Request: Employee Status	: Separa	tion		Positi	on Status: (· · · · · · · · · · · · · · · · · · ·
Personnel Information: •Requi	red for emplo	yee actions					
*Employee Name: Ricky Serna	1 *	Banner ID: 0000520	30 Socia	Securi	ty: DOB:	1980	Gender: male
Address:			Phon	e #:	Ethnic Hispa		Highest Degree: MA
Emergency Contact Name:	Р	hone #:	Addre	255:		Relati	onship:
If transfer Transfer from Position Number:	Tı	ansfer To Position N	umber :		Uni	on Eligibl	e: Yes O No O
Position Information							
Ad Request: Internal External Advertisements will be posted				mbent:	(If applicable)	Banne	er ID:
Salary Range: From: To:	н	Indicate where	to advert	ise:			
Hiring Chair:		Faculty: No	n Tenure	Track O	Tenure Tra	ck O	Tenured O
New Position Vacant Position	Faculty O	Staff O Student C) Work St	udy O	Regular 💽) Tem	p O Term •
Full Time Part Time	Non FLSA (Salaried P		Covered eets Require	d) O	ОТ	ime Shee	t Required
Job Title: VP of Institutional Advance	ement		Position	Numbe	er: 4VAB00		
Department Name: VP for Advancem	nent		Reportin	g Offici	al: Dr. Barcel)	
Campus Location: Espanola 🗿 El R	ito O		Office Pl	none:			
Funding Source: I&G Grant Oth	ner 🔾		Contract				
Grant Program Name:			Staff: Faculty:		os O Other O s O 10 mos O	11 mos	O 12 mos O
Grant Expiration Date:		4.	Student:		rrently Work S		
Account/Grant/Program No: 11000-420					Amount: 91	,350.0	00
Account/Grant/Program No: 11000-420	6-61301-1	34 FTE: .10			Amount: 10	,150.0	00
	(M	ust Equal Contract o	Estimate	d Amou	int) Total: \$	101,500	.00
Notes: Resignation. Benefits w	/ill termi	nate 01/31/201	16.				
Compensation							
	Pro-rate	d Amount: \$			Total Hours A		
Start Date:	Annual A	mount: \$			Weekly Hours	Authoriz	ed:
End Date: 12/31/2015	Stipend:	\$			Hourly Rate: (if applicable)	\$	
Probation Ends:	Total Cor	ntract: \$			Total Estimate		
Current Salary: \$ 101,500.00	Prop	osed Salary: \$		Sala	ary Increase \$		Percentage:
Budget Check:	Job Title:			Date:			
Completed by: Antoinette Jiron	Job Title:	HR Generalist		Phon	e: Ext. 2162	Date:	
Employee Signature:			Date:				
Suparrisor Signature: Walterla	My Day	te: 12/17/ Executi	ve Signati	ıre:			Date:

Office of Institutional Advancement

NORTHERN New Mexico College



November 29, 2015

Rusty Barceló, President Northern New Mexico College

Delivered via email

President Barceló;

Effective December 31, 2015, I shall resign from my position as Vice President for Advancement. As you're aware, the college will be closed for three of the five weeks remaining in the calendar year. Additionally, I am requesting vacation leave for the following days.

- December 3rd and 4th
- December 14th 18th

I should be present at the college for eight days between now and 12/31. I have every intention to assist in whatever transition you see necessary and as time permits.

My interest, should you permit, is

to work with you for eight more days to limit any disruption my departure will have on my staff and the projects for which I provide oversight.

I appreciate the opportunity I've had to serve the College and the region.

Respectfully,

Ricky A. Serna

Office of the President

NORTHERN New Mexico College



November 30, 2015

Via Email

ricky.serna@nnmc.edu

Ricky Serna Vice President for Institutional Advancement Northern New Mexico College 921 Paseo De Onate Espanola, NM

Dear Ricky:

Please accept this as formal acceptance of your resignation as Vice President for Institutional Advancement effective December 31, 2015. Also, I approve the request you made for vacation leave in your letter of resignation for the following dates:

December 3-4, 2015 December 14-18, 2015

On behalf of College I would like to thank you for the many contributions you have made to Northern New Mexico College.

Sincerely,

Nancy "Rusty" Barceló

President

NORTHERN New Mexico College



STAFF CONTRACT

Northern New Mexico College hereby employs <u>Ricky Serna</u> for the position of <u>Vice-Present of Institutional Advancement</u> for the <u>2015-2016</u> fiscal year, or a portion thereof, beginning on <u>July 1, 2015</u> and ending <u>June 30</u>, <u>2016</u> at a pro-rated base salary of <u>S101,500,00</u> per contract term, for the services of the staff member, payable in semi-monthly installments, less required or authorized deductions. (Annualized salary amount <u>S101,500.00.</u>)

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases.

Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the staff member must sign all required policy acknowledgments and other designated documents required by the College. If the staff member refuses to sign required acknowledgement documents or if the staff member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

The staff member understands that no other verbal communication by any representative of the College may in any way modify this contract, either expressly or impliedly. This agreement may only be modified by written agreement signed by the staff member and an authorized representative of the College.

All new staff members shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary employee is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

TERMINATION OF CONTRACT FOR NON-PROBATIONARY EMPLOYEES: Non-probationary staff contract may be terminated by Northern New Mexico College for cause, including, but not limited to, unsatisfactory work performance, incompetency, insubordination, inability to perform the required duties, or as a result of decreased student enrollment, reduction in revenues or an elimination or modification of educational programs, or departments, or for any other just cause. In the event the College terminates this agreement for cause, the College shall provide the staff member with a reasonable written notice and the staff member may be paid his/her regular salary for actual hours worked up to the date of termination in accordance with state and federal wage and hour regulations, less any required and voluntary withholdings.

RESIGNATION OF CONTRACT BY EMPLOYEE: In the event the staff member decides to resign, a written resignation must be submitted to Northern New Mexico College as soon as possible, preferably no less than two (2) weeks prior to the effective date of proposed separation. The College may request that the staff member continue to perform his/her duties during this notice period and the staff member may be paid his/her regular

salary for actual hours worked up to the date of separation in accordance with state and federal wage and hour regulations less any required and voluntary withholdings.

CONTRACT ACCEPTANCE: I certify that I have read, understand, and am in agreement with the terms and conditions as set forth in this employment contract.

Ricky Serna

Staff Signature

Do

Banner ID: 000052030



Personnel Action Fori

Form: PAF Developed: 8/23/13 Rev: 06/14/14

Today's Date: 6/1/2015	Proposed Effecti	ve Date: 7/1/2015	Effe	ctive Date	: 7/1/2015			
Action Request: Employee Status:	Contract Renewa	l Position Sta	tus: Choose	an Acti	on			
Personnel Information: *Require	ed for employee actions							
*Employee Name: Ricky Serna	*Banner ID: 000052030	Social Security	DOB:	30	Gender: Male			
Address:	Phone #:		Ethnicity Hispanic	:	Highest Degree: MA			
Emergency Contact Name:	Phone #:	Address:		Relations	hip:			
If transfer Transfer from Position Number:	Transfer To Posit	ion Number :	Union Eligil	ole: Yes	s 🛛 No			
Position Information								
Ad Request: ☐ Internal ☐ External Nun Advertisements will be posted for a minin		Previous Incumbent Name:		Banner ID				
Hiring Chair:		Faculty: Tenu	re Track 🔲 No	on Tenure T	rack			
☐ New Position ☐ Vacant Position ☐	☐ Faculty ☒ Staff ☐		dy ⊠Re	gular 🗆 Te	mp 🗆 Term			
☑ Full Time ☐ Part Time	Non FLSA Covered (Salaried Position)	☐ FLSA Covered (Time Sheets Required)		Time Sheet	Required			
Job Title: VP of Institutional Advancen	nent	Position Number:	4VAB00 /					
Department Name: VP for Advanceme	nt	Reporting Official:	Reporting Official: Dr. Barcelo					
Campus Location: ⊠ Espanola □ El Ri	to 🗆 Other	Office Phone: (50)5) 747-2190					
Funding Source: I&G Grant Grant Program Name: Grant Expiration Date: Click here to enter a dat Account/Grant/Program No: 11000-4201-61301-134	r I	Faculty: 9 mo	os Other s □ 10 mos □ rrently Work Stu Amount: \$ 91,350.00					
Account/Grant/Program No:	FTE:		Amount:					
11000-4206-61301-134	0.10	t or Estimated Amou	\$ 10,150.00	01 500 00				
Notes:	(mast Equal control	i di istiliated Pillos	11.7 10.011 9 2	32,300.00				
Compensation	Salary Amount: \$ 101,50	00.00 Paid on a pro-rate	Total Hours Weekly Hou					
Start Date: 7/1/2015	Stipends: \$				ea.			
End Date: 6/30/2016	Other: \$		Hourly Rate (if applicable	•				
Probation Ends: Click here to enter a date.	Total Contract: \$ 101,50	00.00 Paid on a pro-	Total Estima	ited: \$ 0.00)			
		Salary Range: Fron	n:\$ 1	To: \$				
Current Salary: \$	Proposed Salary: \$	Salary	Increase \$ 0.0	Divid	entage: !Zero e			
Budget Check: Coutto L. May to	Job Title: Budge	I Analyst	Date: Click he	re to enter a d	ate 6/19/15			
Completed By: Nicole Fresquez	Job Title: HR Analyst	Phone 5483	: (505)747-	Date: 6/	71/2015			
Employee Signature:	Date	: 6/25/15						

Executive Signature: Na Bank Date: 7-8-15

NORTHERN New Mexico College

STAFF CONTRACT

Northern New Mexico College hereby employs <u>Ricky Serna</u> for the position of <u>VP of Institutional Advancement</u> for the <u>2014-2015</u> fiscal year, or a portion thereof, beginning on <u>July 1, 2014</u> and ending <u>June 30, 2015</u> at a pro-rated base salary of <u>\$101,500.00</u> per contract term, for the services of the staff member, payable in <u>24</u> installments on a semi-monthly basis, less required or authorized deductions. (Annualized salary amount <u>\$101,500.00</u>)

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases.

Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

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The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

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continue to perform his/her duties during this notice period and the staff member may be paid his/her regular salary for actual hours worked up to the date of separation in accordance with state and federal wage and hour regulations less any required and voluntary withholdings.

CONTRACT ACCEPTANCE: I certify that I have read, understand, and am in agreement with the terms and conditions as set forth in this employment contract.

Staff Signature

Date

President

Date

Banner ID: 000052030



Human Resources Personnel Action Fol...

Form: PAF Developed: 8/23/13 Rev: 06/14/14

Today's Date: 6/14/2014	Proposed Effective Date: 7/1/2014				Effective Date: 7/1/2014				
Action Request: Employee Status:	Cont	ract Renewal		Position State	us: (Choose a	n Actio	n	
Personnel Information: *Requir	ed for em	ployee actions							
*Employee Name:		*Banner ID:		Social Security:		DOB:		Gender:	
Ricky Serna Address:		000052030 Phone #:			Ethnicity		Male Highest Degree:		
Address.						Hispanic		MA	
Emergency Contact Name:		Phone #: () -		Address:	hip:				
If transfer Transfer from Position Number:		Transfer To Positi	on Ni	ımber :	The state of the s	Union Eligib	ole: Ye	s 🛛 No	
Position Information									
Ad Request: ☐ Internal ☐ External Nur Advertisements will be posted for a mining		Prev	vious Incumbent: ne:	(If ap	plicable)	Banner IC):		
Hiring Chair: Faculty: ☐ Tenure Track ☐ Non Tenure Track								ack	
☐ New Position ☐ Vacant Position	ulty 🛛 Staff 🗆 S	Stude	nt 🗆 Work Stud	ly	⊠Re	gular 🗆 Te	emp 🗆 Term		
☑ Full Time ☐ Part Time	n FLSA Covered laried Position)		FLSA Covered e Sheets Required)			Time Shee	t Required		
Job Title: VP of Institutional Advancer	nen		Po	sition Number:	4VAI	B00			
Department Name: VP for Advanceme	nt		Reporting Official: Dr. Barcelo						
Campus Location: ⊠ Espanola □ El Ri	to 🗆	Other	Of	fice Phone: (50	5) 74	7-			
Funding Source: ⊠ I&G ☐ Grant	☐ Oth	er		ntract Term:					
Grant Program Name:				aff: 🛭 12 mo culty: 🗆 9 mos			11 mos F	7 12 mos	
Grant Expiration Date: Click here to enter a da	te.			•		y Work Stud			
Account/Grant/Program No:		FTE:		Amount:					
11000 4201 61301 134 Account/Grant/Program No:		1.00 FTE:		\$ 101,500.00 Amount:					
					\$				
	(Must Equal Contra	ct or	Estimated Amou	nt)	Total: \$ 10	01,500.00		
Notes:									
Compensation									
	Salar	Amount: \$ 101,50	0.00	Paid on a pro-rated		Total Hours			
Start Date: 7/1/2014	Stipe	nds: \$,	Weekly Hou	rs Authoriz	red:	
End Date: 6/30/2015	Other				- 1	Hourly Rate: \$ (if applicable)			
Probation Ends: Click here to enter a date.			0.00	n-11	1	otal Estima			
-	basis	Contract: \$ 101,50	0.00	Paid on a pro-rat	ed				
		****	1	ary Range: From			o: \$		
Current Salary: \$ 100,000.00	/ Prop	osed Salary: \$ 101,	500.0	00 Salary	Incre	ase \$1,500	.00 Perc	entage: 1.50%	
Budget Check Butto & Shup	Job Ti	tle: Kudge	1	Analyst	0	Date: Click he	re to enter a d	late. 06/17/14	
Completed By: Desirae Vigil	Job Ti	tle: Compensation	n Ana	alyst Phone:	(50	5)747-5447	Date: 6	/14/2014	
Employee Signature:	do magain	Date	:	6/27/	14				
Executive Signa Vie	Medial Sec.	Date	:	7.7.7					

NORTHERN New Mexico College

STAFF CONTRACT

Northern New Mexico College hereby employs <u>Ricky Serna</u> for the position of <u>Vice President of Institutional Advancement</u> for the <u>2013-2014</u> fiscal year, or a portion thereof, beginning on <u>January 01</u>, <u>2014</u> and ending <u>June 30, 2014</u> at a base salary of <u>S 100,000.00</u> to be paid on a pro-rated basis.

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Staff Signature

Date

Dragidant A

Date



Human Resources Personnel Action Form

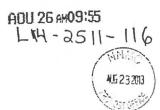
Form: PAF Developed 8/23/13 Rev. 11/5/13

							0.00		
Today's Date: 1/8/2014		Proposed Effectiv	e Date: 1/1/	2014		Effec	tive [Date: 1/1/2014	
Action Request: Employee State	us: Pr	omotion Posi	ition Status	: Cho	ose	an Action	n		
Personnel Information: *Require	d for em	ployee actions							
*Employee Name: Ricky Serna		*Banner ID: 000052030	Social Secur	rity:		DOB: 1980		Gender: Male	
Address:		Phone #:				Ethnicity: Hispanic		Highest Degree: MA	
Emergency Contact Name:		Phone #:	Address: Same as ab	oove			Re	lationship:	
If transfer Transfer from Position Number:		Transfer To Position	n Number :		-	Union Eligibl	e: 🔲	Yes 🗵 No	
Position Information		/ / / / / / / / / / / / / / / / / / / /				- Service Control			
Ad Request: Internal External Number of Days: Previous Incumbent: (If applicable) Advertisements will be posted for a minimum of five days. Name: Banner ID:									
Hiring Chair: Faculty: ☐ Tenure Track ☐ Non Tenure Track									
□ New Position □ Vacant Position □ Faculty ☑ Staff □ Student □ Work Study □ ⊠Regular □ Temp								lar □Temp	
☑ Full Time ☐ Part Time		n FLSA Covered laried Position)	☐ FLSA Cove				Time S	Sheet Required	
Job Title: Vice President of Institutiona	al Adva	ncement	Position Nu	mber: 1	1006	601			
Department Name: Office of Institution	nal Adv	ancement	Reporting O	official: [Dr. N	Nancy Barcel	0		
Campus Location: ⊠ Espanola ☐ El Rit	:0 🗆	Other	Office Phon	e: (505	74	7-2190			
Funding Source: ⊠ I&G ☐ Grant	☐ Oth	er	Contract Te		04	l			
Grant Program Name:						her 10 mos □ 1	1 mos	s 🗆 12 mos	
Grant Expiration Date: Click here to enter a dat	e.		Student: 🗆	Curr	ent	Work Study:			
Account/Grant/Program No: 11000-4201-61301-134		FTE: 1.00				ount: 00,000.00			
Account/Grant/Program No:		FTE:			_	ount:			
	1 (Must Equal Contrac	t or Estimated	d Amour	1t)	Total: \$ 10	0,000.	.00	
Notes: Salary increase based on Vice Pr	esiden	t responsibilities.							
Compensation									
	Salar	y Amount: \$ 100,00	0.00			Total Hours A	uthor	rized:	
Start Date: 1/1/2014	Stipe	nds: \$				Weekly Hour	s Auth	norized:	
End Date: 6/30/2014	Other	r: \$			1	Hourly Rate:	\$		
Probation Ends: Click here to enter a date.	Total	Contract: \$ 100,000	0.00		1	(if applicable) Total Estimat		0.00	
			Salary Range	e: From:	\$	To	\$		
Current Salary: \$ 90,900.00	Prop	osed Salary: \$ 100,	00.00	Salary	Incr	ease \$9,100.	00 F	Percentage: 10.01%	
Budget Check: E. Abeyta	Job Ti	itle: Budget Analys	t			Date: 1/17/20	014		
Completed By: Nicole Fresquez	Job Ti	tle: HR Analyst		Phone: 5483	(50)5)747-	Date	: 1/8/2014	
Employee Signature:	>	Date:	1/2	2.2./14			77.58.00		
Executive Signature:	de .	Date:	1/24	114					

BUDGET APPROVAL AUG 2 7 2013



NORTHERN NEW MEXICO COLLEGE



REVISED: 11/16/2011 MAV

	NAME LETTER OF APPOINTMENT		
8	NAME: SERNA, RICKY	BANNER ID: 0000	52030
	ADDRESS:		
	DOB: 1980	ETHNICITY:	HISPANIC
	HOME TELEPHONE NUMBER: WORK TEL	EPHONE NUMBER: 505-74	7-2116
	E-MAIL ADDRESS: RASERNA@NNMC.EDU		
	DEGREE(S): MA		
	ARE YOU CURRENTLY CONTRIBUTING TO ERA OR AT ANOTHER IN	STITUTION? YES	9)
	RETIRED FROM NEW MEXICO ERA? YES		
1	CRN# COURSE / SECTION COURSE TITLE LAB / THEORY 12751 FCE 220-201 Professionalism T	CREDIT HRS. \$ / CREDIT HR	
8	12751 ECE 220-201 Professionalism T	2 \$646.42	\$ 1,292.84 \$ -
	TOTAL	2	\$1,292.84
	THIS CONTRACT IS CONTINGENT UPON FULL ENROLLMENT IN EACH CLAS		
		(STAFF/ADJUNCT FACULT	5
	*FULL-TIME STAFF ONLY: I understand courses listed above must be taught during interfere with my FT staff responsibilities. Written approval from my immediate superveach Letter of Appointment prior to processing. (STAFF INITIALS)		
	ACCOUNT NUMBER: 11000-2511-61103-101 DEPARTME	NT: COLLEGE OF EDUCAT	ION
	TOTAL AMOUNT COMPENSATED: \$1,292.84		
	START DATE: 08/19/2013	ENDING DATE: 12/13	3/2013
	APPROVAL BY BUSINESS OFFICE:		
	SIGNATURES	- 1	
	EMPLOYEE (25262728)	DATE 6/22/	3
	CHAIR MOSING VIllaum	DATE 08/22/	2013
	PROVOST/PRESIDENT	DATE 08/03	12013
F	PRESIDENT	DATE	
1	PRESIDENT NOLOS	REVISED: 11/16	/2011 MAV





Adjunct Faculty Information Sheet

Name: Kicky Jerna	BANNER ID:
Address:	
E-mail (if any): 19 Serna Promoceda	DOB:
Home Telephone Number:	FAX:
Work Telephone Number: 692-4465	
Degree(s) held (verified by transcript):	MA . Ed . Leedshy.
Degree/s Field:	
List of Approved Courses to	
ECE 2,20 ED 201	\$ 021222324 ₂₅₂₆
	1782
	1518.
Department/Program: Courter OF EDICATION	18181 1101018 F 3 8 4 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Signatures:	
Director/Chair:	Date:
Dean: Mup - 6 Villauluw	Date: 8/21/2013
Executive Signature Provost/President):	Date: 1 20/3
Approved () Disapproved ()	

Revised: 02/24/2012

Office of Institutional Advancement

NORTHERN New Mexico College



August 17, 2013

Dr. Myrna Villanueva, Interim Dean College of Education Northern New Mexico College 921 Paseo de Oñate Española, NM 87532

Dear Dr. Villanueva;

It is with much excitement that I express my interest in serving as an adjunct faculty member for the College of Education. As you will find in my resume, I offer over ten years of experience in public education at both the K-12 and postsecondary level, including experience as an adjunct instructor for New Mexico Highlands and Luna Community College.

I believe that my educational and professional background will provide students at Northern with a diverse and comprehensive view of educational leadership. My formal education includes degrees in elementary education and educational leadership, both from New Mexico Highlands University. My professional training includes experience at various levels from governing boards to providing classroom instruction.

I look forward to the possibility of contributing to the success of the College of Education and that of its students. Please do not hesitate to contact me with any questions that you may have. Thank you for your consideration.

Sincerely,

Ricky A. Serna

Enclosures

Education:

Master of Arts in Educational Leadership, December 2006 New Mexico Highlands University, Las Vegas, NM

Bachelor of As in Elementary Education, December 2004

New Mexico Highlands University, Las Vegas, NM

Experience:

Vice President for Institutional Advancement, May 2012 - Present Northern New Mexico College - Española, NM

- Developed the institution's Advancement Office, a division responsible for enhancing the image, reputation, and infrastructure of the college for the purposes of securing and sustaining the resources necessary for the institution to fulfill its mission
- Serve as a member of the President's executive team, contributing to the development and ongoing enhancement of the institution's strategic plan
- Serve as a member of the administration's collective bargaining team and labor management committee
- Successfully lead a team of forty full-time staff including twelve direct reports
- Effectively manage \$900,000 of state Instruction and General (I&G) funding annually
- Developed the institution's grants and contracts office, a division responsible for pre/post award services for \$7 million in sponsored project funding annually
- Developed and implemented policy and procedures for sponsored project proposals and administration; ensuring compliance with local, state, and federal regulations and rules
- Serve as the Public Information Officer for the institution and respond to all media inquiries on behalf of the institution and its administration
- Provide oversight for the Foundation Office, its Director, and the successful execution of the College's fundraising efforts
- Successfully lead a 12-month effort to update the institution's policies
- Lead the development and execution of a comprehensive legislative strategy and serve as the liaison between the institution and government officials
- Provide oversight for the Marketing and Design Office, its Director and the successful execution of a Marketing Plan aimed at building student enrollment, increasing recruitment of diverse and exceptional faculty/staff, and strengthening external partnerships
- Coordinate external partnerships with other institutions of higher education, agencies and non-profit organizations in support of high priority initiatives of the College

Special Assist. to the President: Grants and Sponsored Programs, August 2011 - May 2012 Northern New Mexico College - Española, NM

- Prepared and submitted to the President, an annual plan for the Grants and Sponsored Programs Unit, including funding targets and strategies
- Lead, supervised, and evaluated a staff of nine federal program directors CAMP, HEP, ABE, EOC, Title III, and Title V
- Developed and coordinated with appropriate staff and faculty efforts related to planning, developing, and funding new programs and activities
- Oversaw and managed grant-funded programs or contracts which might be funded through the Office of Grants and Sponsored Programs Unit or which might be assigned
- Researched funding sources, and prepare, write and/or manage the development of proposals for grants in accordance with the funding agency's policies and legal requirements
- Ensured that grants and contracts adhere to the College's Strategic Plan, priorities and standards

 Coordinated external partnerships with other institutions of higher education, agencies and non-profit organizations in support of high priority initiatives of the College

Served as the authorized representative for the institution's federal programs

Director, P-20 Policy Division June 2011 – August 2011 New Mexico Higher Education Department – Santa Fe, NM

- Oversaw agency's policy development relating to seamless transitions from grades Pre-K through postsecondary completion
- Served as the agency's lead on graduate program and undergraduate course approvals
- Lead a statewide initiative to develop articulation transfer agreements among all institutions of higher education
- Oversaw the fiscal and administrative oversight of approx. \$5 million in pass-through funding to various New Mexico institutions. Programs include ENLACE NM, NM MESA, Nursing Enhancement Funding, and a title II Teacher Improvement Grant
- Lead a writing team for a Lumina Foundation Grant aimed at increasing postsecondary degree attainment among Latino students

State Coordinator, April 2010 - June 2011

New Mexico Higher Education Department - GEAR UP NM, Santa Fe, NM

- Provided statewide field oversight for United States Department of Education (ED) funded program aimed at increasing secondary graduation rates, college readiness, and postsecondary enrollment and retention rates for a cohort of 6,300 NM students
- Successfully managed \$3 million in federal grant funding annually awarded by the ED
- Effectively established healthy partnerships with 21 NM Public School Districts aimed at developing innovative and highly sustainable best practices that increase administrative and staff effectiveness, student readiness and empowerment, and parental and community involvement
- Co-Developed a strategy for increasing Adequate Yearly Progress scores and student proficiency for 21 public school districts 29 high schools
- Authored the program's Annual Performance and Biennial Reports to the ED
- Successfully authored and awarded \$1.5 million in state contracts
- Co-developed an online database used to enter, house, and report program-wide student performance data, and program participation data used to evaluate the program's longitudinal effects
- Responsible for the immediate oversight, evaluation, and development of four NM
 Higher Education Staff, two statewide program contractors, and two school district
 contractors
- Successfully drafted two Request for Applications that subsequently awarded \$500,000 in Intergovernmental agreements with Institutions of Higher Education
- Developed and delivered numerous presentations on statewide policy issues including: The New Mexico Standards Based Assessment, The Role of AP in Secondary Rigor, Effective Student Mentoring Programs, and Effective Strategies for Making Adequate Yearly Progress

Central Regional Coordinator, June 2008 – April 2010

New Mexico Higher Education Department - NM GEAR UP, Santa Fe, NM

- Established and maintained a communication plan among district and high school administration, and 25 site team staff that allows for seamless program implementation, evaluation and expansion
- Coordinated and administered the training and development of 25 site team staff
- Streamlined administrative processes for expediting district reimbursements
- Developed and maintain the program's ongoing data collection workbooks; perform program data reports for submission to the ED
- Responsible for coordinating budget development of over \$700,000 in federal grant

awards

- Successfully lead the program's summer camp expansion efforts from one to nine camp providers for two consecutive years a \$300,000 increase in program investment
- Responsible for evaluating program effectiveness and implementing data driven interventions and programs that directly align with program, school district and individual goals and objectives
- Co-authored the program's Annual Performance Report to the ED
- Performed bill analysis on various legislation related to NM Higher Education
- Strategically created and leveraged NM GEAR UP partnerships to increase teacher
 professional development opportunities, maximize college readiness among participating
 students, implement sustainable practices among partnering schools, and generate in-kind
 matching funds for the program

Outreach Coordinator, February 2008 - June 2008

New Mexico Higher Education Department - NM GEAR UP, Santa Fe, NM

- Significantly revamped and maintained the programs website by increasing functionality, and establishing it as the primary source for essential field operation forms
- Successfully lead the coordination of a statewide two-day conference hosting 200 educators and students
- Performed bill analysis on various legislation related to NM Higher Education
- Implemented the program's middle to high school transition plan which included district and high school administration, and site team program orientation
- Identified, initiated, and maintained effective partnerships with private and public entities i.e. NM institutions of higher education, CollegeBoard and ACT
- Developed and updated program outreach materials

Coordinator – Student Activities, April 2007 – February 2008

NMHU Office of Campus Life and Conferences, Las Vegas, NM

- Responsible for the planning and execution of all University activities, both socially and academically
- Created and evaluated innovative approaches to advertising and community outreach
- Sought and created fundraising and sponsorship opportunities for University activities
- Created and performed program evaluations aimed at improving university participation and the program planning and execution process

Board Member, January 2005 – January 2007

New Mexico Highlands University Board of Regents, Las Vegas, NM

- Chairman of the Student Affairs Committee responsible for conducting effective monthly
 meetings where administrative and student updates and concerns were brought for
 discussion and resolution
- Created a university policy on naming university property
- Developed and presented for adoption the Department of Developmental Studies
- Developed and presented the Department of Academic Advisement
- Actively collaborated with, supervised and evaluated the performance of the President of NMHU
- Actively contributed to the generation of an administrative strategy for collective bargaining
- Contributed to the generation, approval, adoption and implementation of new and
 existing university policies pertaining to budget, student affairs, building and grounds
 management, academic affairs, personnel matters, and university investments

Board Member, January 2006 - January 2007

New Mexico Educational Assistance Foundation (NMEAF), Albuquerque, NM

Represented New Mexico Highlands University as an active voting member of the

Sema, Page 3 of 4

NMEAF board in matters pertaining to educational loans, educational affordability, and legislative priorities

- Actively collaborated with, supervised and evaluated the performance of the CEO of the NMEAF
- Contributed to the approval, adoption and implementation of new and existing policies
 pertaining to corporate budgets, investments, bonds, loans, educational loans, student
 benefit programs, personnel matters, and statewide secondary education affordability

Adjunct Faculty Appointments:

1st Year Experience, August 2005 – December 2006 NMHU Student Academic Support Services, Las Vegas, NM

Algebra, December 2005 – December 2006 NMHU College of Mathematics and Computer Science, Las Vegas, NM

Basic Mathematics, January 2006 – May 2006 Luna Community College Developmental Studies, Las Vegas, NM

Coordinator - New Student Orientations, February 2005 - August 2005 NMHU Recruitment Services, Las Vegas, NM

- Responsible for the design, organization and execution of five New Student Orientations, fulfilling one of the strategic goals of NMHU
- Supervised and coordinated the activities of 10 staff comprised of NMHU professional staff and students
- Innovatively managed a budget of \$10,000
- Increased the number of students attending early orientation sessions by 50% through increased planning and outreach
- Collectively established an academic advisement process aimed at ensuring adequate and manageable course loads

Director – Residence Halls/ Conference Coordinator, December 2000 – May 2004 NMHU Department of Housing and Student Conduct

- Responsible for the oversight and evaluation of 8 hall staff and operating budget
- Responsible for the planning and execution of co-curricular activities aimed at integrating students into the university setting
- Responsible for implementing student code of conduct, and student disciplinary reprimands and appeals
- Increased student activity participation by 125%

Committee Member (certified) - Northern New Mexico College IRB, 2012 - Current Council Member - Statewide ACT Council, 2010 - Current Board Member - Board of Education, Las Vegas City Schools, 2011

- Elected to four-year term (resigned seat to accept employment at NNMC)
- Developed the evaluation matrix and methodology for the Superintendent's evaluation
- Actively participated in the district's budget development

Board Member - Las Vegas Bridge Academy Charter School, 2007 - 2008

- Appointed, by board approval, to assist the school in closing its charter
- Led the plan to successfully graduate the school's final senior cohort
- Negotiated contract for the school's Director
- Served as the school's liaison with hosting district; ensured an acceptable financial closure for the charter

Other Professional Boards/ Affiliations

NORTHERN New Mexico College



STAFF CONTRACT

Northern New Mexico College hereby employs <u>Ricky Serna</u> for the position of <u>Vice President of Institutional Advancement</u> for the <u>2013-2014</u> fiscal year, or a portion thereof, beginning on <u>July 1, 2013</u> and ending <u>June 30, 2014</u> at a base salary of <u>S 90,900.00</u> to be paid on a pro-rated basis.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the staff member must sign all required policy acknowledgments and other designated documents required by the College. If the staff member refuses to sign required acknowledgement documents or if the staff member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

The staff member understands that no other verbal communication by any representative of the College may in any way modify this contract, either expressly or impliedly. This agreement may only be modified by written agreement signed by the staff member and an authorized representative of the College.

All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

Staff Signature

6/26/13 ·

President

Date

Borcelá

Banner ID: 000052030



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Onate Espanola, NM 87532 P.O. Box 160 El Rito, NM 87530

PERSONNEL ACTION NOTICE

	EMPLO	YEE PROFILE			
☐ New ☒ Re-hire ☐ Trans	fer	☐ Staff ☐	Faculty	☐ Student	
Employee Name: Ricky Serna	Positio	n Number: <u>100601</u>		Banner ID:	000052030
Address:	City:	State:	Zip:	Social Security:	
Phone: DOB:	80 Gender:	M Ethnicity:	HIspanic	Highest Deg	ree: MA
Emergency Contact Name:		Emergency Conta	act Phone		
	EMPLOYME	NT INFORMATION			
Department: Office of Institutional Advance	<u>cement</u> Grant/Progra	am Name:		⊠Regular □T	emporary TERM
Reporting Official: <u>Dr. Nancy Barcelo</u>	Job Title: 💆	/P of Institutional Advan	cement	⊠Full-Time	Part-Time
Effective Date: <u>07/01/2013</u>	Salary Amount:	\$90,900.00			
End Date: 06/30/2014	Stipends:		Hours Authorized	d: —	
Probation Ends:	Other:		Hourly Ra	te: (if applicable)	
Range: Step:	Total Contract:	\$90,900.00	Total Est	imated:	
	BÚSIN	ESS OFFICE			
Account/Grant/Program No: 11000-420)1-61301-131 FTE: 1	<u>00</u> %	Amount:	\$90,900.00	
\ccount/Grant/Program No: FTE:			Amount:		
\ccount/Grant/Program No: FTE:			Amount:	·	
(Must Equal C	ontract or Estimated	Amount)	TOTAL	\$90,900.00	
leason: ———					
	Sig	NATURES			
imployee Signature	08			Date	10 po/13
executive Signature	and Barre	نولة		Date	



NORTHERN NEW MEXICO COLLEGE

Staff Contract

Northern New Mexico College hereby employs <u>Ricky Serna</u> for the position of <u>VP of Advancement</u> for the fiscal year, or portion thereof, beginning on <u>July 1, 2012</u> and ending <u>June 30, 2013</u> at an annual salary of \$90000 to be paid in <u>24</u> installments, beginning on <u>July 20, 2012</u>.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.

All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probation staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

If accepted, this contract must be signed and received in the Office of Human Resources no later than July 1, 2012. Failure to comply with this requirement will result in the automatic termination of this offer.

President

7/12/12

Date

Staff Signature



Date



NORTHERN NEW MEXICO COLLEGE Staff Contract Picky Serma

President, Office of Institutional Advancement for the fiscal year, or portion thereof,
beginning on May 16, 2012 and ending June 30, 2012 at an annual salary of \$90,000 to be paid in 3 installments, beginning on June 5, 2012.
This agreement cancels all other existing agreements for the period and services covered, and acceptance of this
contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position within Northern New Mexico College.
This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.
The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.
I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.
All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probation staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.
If accepted, this contract must be signed and received in the Office of Human Resources no later than July 1, 2012. Failure to comply with this requirement will result in the automatic termination of this offer.
Non Bancho President
6-6-12
Date
Faculty Signature
6/6/12



NORTHERN NEW MEXICO COLLEGE Staff Contract

Northern New Mexico College hereby employs _	Ricky Serna	for t	he position of <u>V</u>	Vice.
President, Office of Institutional Advancement		for the fiscal year,		
beginning on May 16, 2012 and ending Ju		at an annual salary of	\$90.000 to be p	paid
in 3 installments, beginning on June 5, 2012	-			
This agreement cancels all other existing agreement contract is indicated by the signature of the recipie for cause as outlined in the current Staff Handle condition exists in which Northern New Mexico appropriation of funds by either the state or federal as a result of decreased enrollment or other revisit the recipient is employed ceases. Furthermore, the assignments including reassigning or transferring you	ent. This contra- book. In addit o College suffe I government; (I on of education e College may,	net may be cancelled by to ion, this contract may be irs insufficient funding le b) there is a reduction in a al programs; and/or (c) to in its sole discretion, mod	the Board of Reger be cancelled if (a by lack of suffici- personnel as requi- the program in what ify your duties and	ents a) a ient ired hich
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This contract requires the recipient to adhere to (staff responsibilities and duties as set forth in the institutional policies, procedures and administrativ	current Staff	Handbook; and (c) all B	oard of Regents	
The Staff Handbook may be revised during the contract is automatically amended to include al revision.				
I understand that no other communication by any contract, either expressly or impliedly.	representative	of the College may in	any way modify	this
All new employees shall serve a probationary period of the probationary period of member is "at-will" and such employment may be all.	r any extension	thereof, the employmen	t of a probation s	staff
If accepted, this contract must be signed and rece 2012. Failure to comply with this requirement will				y 1,
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		75		Date
			Egentfy Signat	ture
		1 .	Faculty Signat	LUIC
		6/6/12		

Date



NORTHERN NEW MEXICO COLLEGE



921 Paseo de Onate Espanola, NM 87532 P.O. Box 160 El Rito, NM 87530

PERSONNEL ACTION NOTICE

	EMPLOYE	E PROFILE			
☐ New ☐ Re-hire ☒ Trans	fer	⊠ Staff □	Faculty	Student	☑ Exempt☑ Non-Exempt
Employee Name: <u>Serna, Ricky</u>	Position f	Number: <u>100601</u>		Banner ID:	52030
Address:	City:	State:	Zip:	Social Security:	
Phone: DOB:	Gender: M	Ethnicity:	<u>Hisp</u>	Highest Deg	
Emergency Contact Name:		Emergency Conta	act Phone		
	EMPLOYMENT	Information			
Department: Office of Institutional Advance Reporting Official: Nancy "Rusty" Barcelo	Grant/Program Job Title: Vic. Advancement	Name: e President of Institution	onal	1932 1921	emporary □TERM □Part-Time
Effective Date: 5-16-12	Salary Amount: \$9	0,000	<u> </u>		
End Date: 6-30-12	Stipends:	16	Hours		
Probation Ends:	Other:	TO A STATE OF THE	Authorized Hourly Rat	i: ——— :e: (if applicable)	
Range: VI Step: E	Total Contract: \$9	0.000	Total Est		
	Busines	S OFFICE			
Account/Grant/Program No: 11000-100	6-61301-131 FTE: 100		Amount:	\$90,000	
Account/Grant/Program No: FTE:			Amount:		
Account/Grant/Program No: FTE:			Amount:		
(Must Equal C	ontract or Estimated A	mount)	TOTAL	\$90,000	
Action Pransfer to new position	1 <u>.</u>		2.27		
	Sign	TURES	3 (0.30)		
Employee Signature	15			Date 5	25/12
Executive Signature 10 am	Bass	0		Date	



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Onate Espanola, NM 87532 P.O. Box 160 El Rito, NM 87530



PERSONNEL ACTION NOTICE

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☐ New ☐ Re-hire ☒ Transf	er 🗌 Termination 🛛 Staff	F Faculty	Student Student Non-Exempt
Employee Name: Serna, Ricky	Position Number: 1	00601	Banner ID: <u>52030</u>
Address:	City: State:	Zip:	Social Security:
Phone: DOB:	- €5	icity: <u>Hisp</u>	Highest Degree: MA
Emergency Contact Name:	Emerger	ncy Contact Phone	
	EMPLOYMENT INFORMAT	ON	
Department: Office of Institutional Advanced Reporting Official: Nancy "Rusty" Barcelo	Grant/Program Name: Job Title: Vice President o Advancement	A DESCRIPTION OF THE PARTY OF T	□ Regular □ Temporary □ TERM □ Full-Time □ Part-Time
Effective Date: 5-16-12	Salary Amount: \$90,000	To The	
End Date: 6-30-12	Stipends:	Hours Authorize	d·
Probation Ends:	Other:	That Section I was represented by	ate: (if applicable)
Range: <u>VI</u> Step: <u>E</u>	Total Contract: \$90,000	Total Es	timated:
HARLES TO BELLEVIA	BUSINESS OFFICE		34.400000000000000000000000000000000000
Account/Grant/Program No: 11000-100	6-61301-131 FTE: 100	Amount:	\$90,000
Account/Grant/Program No: FTE:	200 A 100 A	Amount:	
Account/Grant/Program No: FTE;	Appendix 14	Amount:	
(Must Equal C	ontract or Estimated Amount)	TOTAL	\$90,000
Action Reason: Transfer to new position	1. 2. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3		
	SIGNATURES	ta eterna al a par L'America al action	
Employee Signature	15		Date
Executive Signature Name	Bando		Date

Northern New Mexico College

JOB DESCRIPTION

Job Title Vice President of Institutional

Advancement

Department Office of Institutional Advancement

Reports To President

Approval Date

FLSA Status Exempt

Primary Location Española Campus

Position Number 100511

Pay Grade \$80-90k plus Bonus Package DOE

Contract Length 12 month

This is a description of a staff job at NNMC, NOT a Job Opening Announcement.

Please look for <u>Current Job Openings</u> and <u>Apply Online</u> or use <u>NNMC's Staff Job Finder</u> to be notified of vacancies for jobs of interest to you.

The following statements are intended to describe the general nature and level of the work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY:

The Executive Director of Institutional Advancement will have primary oversight for the College's Foundation, Alumni Association, Public Relations and Marketing (University Relations). The Executive Director will report directly to the President and serve as a member of the President's administrative Cabinet.

DUTIES AND RESPONSIBILITIES

The Executive Director of Institutional Advancement is responsible for:

- Serves as the College's Chief Development Officer and develops the strategy and implementation plan for the overall fundraising program which includes the annual fund, major gifts, planned gifts, and capital campaign.
- Develops, delivers and tracks required annual and customized training for administrative staff development.
- Manages and provides oversight for the College's Foundation, Office of Institutional Advancement, and University Relations staff.
- Develops and implements Information Management best practices to safeguard proprietary and confidential information in all mediums and formats.
- Provides leadership and creates a strategy for the Foundation to engage with and manage a portfolio of major gift prospects, including cultivation, solicitation, closing of gifts and stewardship.
- Creates a fundraising strategic plan, with explicit goals and time lines.
- Develops and implements concepts and outlines for marketing materials to be used in a variety of platforms, including web, printed materials, and remarks and presentations by campus and university leadership.
- Establishes and maintains relationships with alumni, parents, students, faculty, staff and other NNMC friends for the financial well-being of the institution.
- Provides leadership for the Foundation Director and University Relations team to develop all fundraising materials, solicitation letters, annual reports, development newsletters etc.
- Works with the Office of Institutional Effectiveness to develop and implement an Information Management Policy and related retention and disposition schedules to effectively manage and safeguard intellectual property, confidential and proprietary information and archive vital and historic institutional documents and information
- Builds and maintains relationships with key stakeholders, including but not limited to: staff, donors, volunteers, media, Indian Pueblos, State Legislators
- Manages the college's visibility with internal and external constituents.
- Provides oversight for the Foundation's annual budget and ensures that the Foundation Director prudently
 manages the Foundation's resources within such budget guidelines according to current laws and regulations;
- Creates an environment where opportunities for positive public relations are skillfully managed and negative attention is appropriately handled.



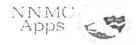
NORTHERN NEW MEXICO COLLEGE



921 Paseo de Onate Espanola, NM 87532 P.O. Box 160 El Rito, NM 87530

PERSONNEL ACTION NOTICE

					Емрі	OYEE PR	OFILE						
⊠ New		Re-hire		Transfer	☐ Termination	on 🗆	Staff	\boxtimes	Faculty	\boxtimes	Exempt		Non-Exempt
Employee	Name:	Ricky :	Serna		Posit	ion Numb	er: <u>10</u>	0801		Banne	er ID:	52030	
Address:				Cit	y:	Sta	te:		Zip:		Social Security		
Phone:			DOB:	80	Gender:	M	Ethnic	ity:	Hisp	Hi	ighest Deg	ree:	MA
Emergency	Conta	ct Name:				E	mergenc	y Cont	act Phone				
				17865.11	EMPLOYM	ENT INFO	RMATIO	N					
Departmen	nt: <u>Pre</u> :	sident's Off	<u>ice</u>		Grant/Prog	gram Nam	e:				lent, Gran		istant to the consored
Effective D	ate: 8	I-15-11		Sal	ary Amount:	\$82,000	<u>)</u>		\boxtimes	Full-Ti	ime		Part-Time
End Date:	<u>6</u>	5-30-12		Sti	pends:				Hours Authorize	d:			
Probation 6	Ends: <u>2</u>	-15-12		Ott	ner:	(P)			Hourly Ra	te: (if a	ipplicable)		
Range:	<u>VI</u>	Step:	<u>E</u>	То	tal Contract:	\$82,000	<u>)</u>		Total Est	stimated:			
					Bus	INESS OF	FICE						
Account/Gr	ant/Pro	gram No:	1100	0 1008 61	301 131 - FTE	80%			Amount:	\$65,6	000		
Account/Gr	ant/Pro	gram No:	4114	3-1008-6130	01-122 - FTE 209	<u>%</u>			Amount:	\$16,40	00		
Account/Gr	ant/Pro	gram No:											9
									Amount:				
		(Must E	qual Contr	act or Estimate	ed Amoui	nt)		Amount:	\$82,00	00		
Notes:	Revi				act or Estimate					\$82,00	<u>00</u>		
Notes:	Revi									\$82,00	<u>00</u>		
	Revi				ccounting co		ids.			\$82,00	<u>00</u>		
		ised to re			ccounting co	des/fun	ids.			\$82,00		ا/بد/)



Karen Dvorak <karend@nnmc.edu>

NEW PANS NEEDED

1 message

Henrietta Trujillo <henri@nnmc.edu>

Tue, Sep 20, 2011 at 11:00 AM

To: Karen Dvorak <karend@nnmc.edu>

Cc: Ricky Serna <raserna@nnmc.edu>, StephanieA.Lovato@state.nm.us, Tessie Trujillo Lopez <tessiet@nnmc.edu>

Karen,

As we discussed this morning, we met with Ricky Serna yesterday regarding the Title V Exito Grant and we determined that this grant covers part of his salary and part of Susan Nordemyer's salary. As requested, below are the changes that need to be made and sent for approval. Let me know if you have any questions.

Ricky Serna (000052030) \$82,000.00 Effective 8/15/11

20% - 41143-1008-61301-122 (16,400.00) 80% - 11000-1008-61301-131 (65,600.00)

Susan Nordemyer (000061249) \$60,000.00 Effective 7/1/11

40% - 41143-1008-61301-122 (\$24,000.00) 60% - 11000-1008-61301-131 (\$36,000.00)

Stephanie, our Grants Accountant will take care of recoding all of the payroll and benefit costs that have already been processed.

Thanks for your help.

Henri



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Onate Espanola, NM 87532

P.O. Box 160 El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE										
	Trans	fer 🗌 Terminat	tion 🗆	Staff	\boxtimes	Faculty	⊠ Exe	empt		Non-Exempt
Employee Name: Ricky Serna Position Number				er: <u>1008</u>	801		Banner II	D: 4	520	30
Address:		City:	Sta	te:		Zip:		ocial ecurity:		
Phone:	DOB:	80 Gender:	M	Ethnicity	: <u>F</u>	Hisp		st Degr	ee:	MA
Emergency Contact Name: Emergency Contact Phone										
		EMPLOY	MENT INFO	RMATION	* 1	NS SE		Harry Harry		
Department:		Grant/Pro	ogram Nam	e:			Job Title: President Programs	, Grants		stant to the onsored
Effective Date: 8-15-11		Salary Amount:	\$82,000			\boxtimes	Full-Time		☐ Pa	art-Time
End Date: <u>6-30-12</u>		Stipends:				Hours Authorized	d: —			
Probation Ends: 2-15-12		Other:				Hourly Ra	te: (if appl	icable)		•
Range: <u>VI</u> Step:	<u>E</u>	Total Contract:	\$82,000			Total Est	imated:	1	_	
		Bu	SINESS OF	FICE						
Account/Grant/Program No:	11000 100	8 61301 131			,	Amount:	\$82,000			
Account/Grant/Program No:					,	Amount:				
Account/Grant/Program No:					,	Amount:				
(1	Must Equal C	ontract or Estima	ted Amour	ıt)		TOTAL	\$82,000			
Notes:										
	10 (10 m) (10 m)		SIGNATURE	S	W.R.					
Employee Signature _	DAS)					Date _	0/1	5/11	
Executive Signature	Ĭ	Van B	ma	مَل		_	Date _	8/1	5/1	



NORTHERN NEW MEXICO COLLEGE Staff Contract

Northern New Mexico College hereby employs Ricky Serna for the position of Special Assistant to the President: Grants & Sponsored Programs for the fiscal year, or portion thereof, beginning on August 15, 2011 and ending June 30, 2012 at an annual salary of \$82.000* to be paid in 21 installments, beginning on September 5, 2011 and ending on July 5, 2012.

This contract requires adherence to the duties defined in the approved job description, and to all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

Termination of this contract by the College will be in accordance with the regulations and policies of the approved Staff Handbook. This contract may also be cancelled if a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government. Contract may also be cancelled upon ceasing of the program in which the bearer is employed, or, for causes outlined in the Staff Handbook.

If accepted this contract must be signed and received in the Office of Human Resources within 15 days of the date of signature of the President. Failure to comply with this requirement will result in the automatic termination of this offer.

All new employees, except for temporaries hired into a permanent position shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason that he or she deems sufficient. (Refer to Part IV(B)(1) and (C)(1)(II) of the Staff Handbook.)

OTHER CONDITIONS
** PRO-RATED

President

7/22/11

Date

Staff Signature

7/26/201/

Date



July 22, 2011

Mr. Ricky Serna 743 Lee Drive Las Vegas, NM 87701

Dear Mr. Serna,

I am pleased that you have accepted the position described below. Your qualifications are what we were seeking for this most important new position within our institution. This position includes the following specifics:

- 1. Position Title: Special Assistant to the President: Grants & Sponsored Programs.
- 2. Position Reporting Location: 921 Paséo de Oñate, Española, NM 87532.
- 3. Employment Starting Date: August 15, 2011.
- 4. Position Starting Salary: \$82,000 per 12 month contract.
- 5. Probationary Period: 6 months. After 6 month review of performance, employee will receive a performance review on an annual basis.
- 6. Benefits: Benefits Package offered to all NNMC full-time employees.
- 7. Reporting: Incumbent reports to the Northern New Mexico College President.

Please sign the attached contract and return it to Nancy O'Rourke, Director of Human Resources. We look forward to working with you.

Sincerely,

Nancy "Rusty" Barceló, PHD Northern New Mexico College

Enclosure

July 19, 2011

Northern New Mexico College Community,

It's a sincere pleasure to introduce myself as a candidate for the Dean of Grants and Sponsored Programs. Much of my excitement stems from the opportunity to return to my hometown in a capacity that allows me to play a role in the development of the community's educational and economic systems. I am a 1998 graduate of Espanola Valley High School. Immediately following graduation, I embarked on a quest to become the first individual from my family, both extended and immediate, to complete a postsecondary program. Over seven years later, I completed a Master's Degree in Educational Leadership from New Mexico Highlands University. In those seven years, I developed considerably in navigating the higher education universe. Guided mostly by my need to overcome my ignorance to adequate student support services and the lack of support knowledge at home, I became particularly specialized in student access and retention, especially among underrepresented students. I have been blessed with a magnitude of opportunities that I attribute to my thirst for hard work and rewarding experiences. I currently reside in Las Vegas, NM where I met my wife who happens to be a superb elementary teacher. She and I spend every second of our free time enjoying our four year old daughter who motivates us to provide educational opportunities to others that we hope will one day be available to her. I consider myself an innovative leader with a unique ability to balance shared governance with reform momentum. I have spent my near ten years in higher education building relationships for student success.

My work at the postsecondary level has primarily concentrated on increasing student preparation, access, and retention while leveraging and maximizing federal and local resources. Some highlights include a two-year term on the Board of Regents for New Mexico Highlands University where I drafted policy to create a university department of developmental studies, and initiate a university-wide practice for capping first time freshman course loads.

For the past three years, I have served the New Mexico Higher Education Department (NMHED) in a few capacities including the statewide field oversight for a \$3M per year United States Department of Education funded program. The program aimed to increase secondary graduation rates, college readiness, and postsecondary enrollment and retention rates for a cohort of over 5,000 underserved NM high school students. It was in this position that I became intimate with the increasing need for collaboration between the K-12 and postsecondary sectors.

Recently I was promoted and assigned the responsibility of overseeing the NMHEDs P-20 Policy and Programs Division. My responsibilities include fiscal and administrative oversight for \$5M in passthrough funding to various New Mexico institutions. Programs include ENLACE NM, NM MESA, Nursing Enhancement Funding, and a title II Teacher Improvement Grant.

In February of this year, my team and I ran a successful campaign to become a board member for the Las Vegas City Schools District. In this office I have brought a unique perspective that supports student development from early childhood through postsecondary success.

I look forward to the opportunity to join your team and contributing to its ongoing success. I welcome any questions that you may have about my experience and thoughts for assisting Northern New Mexico College in becoming the premier university in Northern New Mexico.

Sincerely,

Ricky A. Serna

Summary:

- Gifted and persuasive communicator dedicated to meeting strategic goals and initiating
 positive change to policies and practices within the education system
- Demonstrated leadership and management abilities in various sectors of education including grant administration, student and academic affairs, and student organizations
- Highly organized and motivated individual capable of working independently, as well as being an effective leader within a group setting
- Familiarity and experience working directly with diverse student populations in areas of student and academic affairs
- Innovative thinker dedicated to program development and addressing educational achievement gaps while maintaining budget efficiency and developing strategic partnerships

Education:

Master of Arts in Educational Leadership, December 2006 New Mexico Highlands University, Las Vegas, NM

Bachelor of Arts in Elementary Education, December 2004 New Mexico Highlands University, Las Vegas, NM

Experience:

P-20 Policy Analyst, June 2011 - Present

New Mexico Higher Education Department - Santa Fe, NM

- Lead a writing team for a Lumina Foundation Grant aimed at increasing postsecondary degree attainment among Latino students
- Responsible for the fiscal and administrative oversight of approx. S5 million in
 passthrough funding to various New Mexico institutions. Programs include ENLACE
 NM, NM MESA, Nursing Enhancement Funding, and a title II Teacher Improvement
 Grant
- Oversee agency's policy development relating to seamless transitions from grades Pre-K through postsecondary completion
- Serve as the agency's lead on graduate program and undergraduate course approvals
- Lead a statewide initiative to develop articulation transfer agreements among all
 institutions of higher education

State Coordinator, April 2010 - June 2011

New Mexico Higher Education Department - GEAR UP NM, Santa Fe, NM

- Statewide field oversight for United States Department of Education (ED) funded program aimed at increasing secondary graduation rates, college readiness, and postsecondary enrollment and retention rates for a cohort of 6,300 NM students
- Successfully managed \$3 million in federal grant funding annually awarded by the ED
- Effectively established healthy partnerships with 21 NM Public School Districts aimed at developing innovative and highly sustainable best practices that increase administrative and staff effectiveness, student readiness and empowerment, and parental and community involvement
- Co-Developed a strategy for increasing Adequate Yearly Progress scores and student proficiency for 21 public school districts – 29 high schools
- Authored the program's Annual Performance and Biennial Reports to the ED
- Successfully authored and awarded \$1.5 million in state contracts
- Co-developed an online database used to enter, house, and report program-wide student performance data, and program participation data used to evaluate the program's longitudinal effects

Serna, Page 1 of 4

- Responsible for the immediate oversight, evaluation, and development of four NM Higher Education Staff, two statewide program contractors, and two school district contractors
- Successfully drafted two Request for Applications that subsequently awarded \$500,000 in Intergovernmental agreements with Institutions of Higher Education
- Developed and delivered numerous presentations on statewide issues including: The New Mexico Standards Based Assessment, The Role of AP in Secondary Rigor, Effective Student Mentoring Programs, and Effective Strategies for Making Adequate Yearly Progress

Central Regional Coordinator, June 2008 - April 2010

New Mexico Higher Education Department - NM GEAR UP, Santa Fe, NM

- Established and maintained a communication plan among district and high school administration, and 25 site team staff that allows for seamless program implementation, evaluation and expansion
- Coordinated and administered the ongoing training and development of 25 site team staff
- Streamlined administrative processes for expediting district reimbursements
- Developed and maintain the program's ongoing data collection workbooks; perform program data reports for submission to the ED
- Responsible for coordinating budget development of over \$700,000 in federal grant awards
- Successfully lead the program's summer camp expansion efforts from one to nine camp providers for two consecutive years a \$300,000 increase in program investment
- Responsible for evaluating program effectiveness and implementing data driven interventions and programs that directly align with program, school district and individual goals and objectives
- Co-authored the program's Annual Performance Report to the ED
- Performed bill analysis on various legislation related to NM Higher Education
- Strategically created and leveraged NM GEAR UP partnerships to increase teacher
 professional development opportunities, maximize college readiness among participating
 students, implement sustainable practices among partnering schools, and generate inkind matching funds for the program

Outreach Coordinator, February 2008 – June 2008

New Mexico Higher Education Department - NM GEAR UP, Santa Fe, NM

- Significantly revamped and maintained the programs website by increasing functionality, and establishing it as the primary source for essential field operation forms
- Successfully lead the coordination of a statewide two-day conference hosting 200 educators and students
- Performed bill analysis on various legislation related to NM Higher Education
- Implemented the program's middle to high school transition plan which included district and high school administration, and site team program orientation
- Identified, initiated, and maintained effective partnerships with private and public entities i.e. NM institutions of higher education, CollegeBoard and ACT
- Developed and updated program outreach materials

Coordinator - Student Activities, April 2007 - February 2008

NMHU Office of Campus Life and Conferences, Las Vegas, NM

- Responsible for the planning and execution of all University activities, both socially and academically
- Created and evaluated innovative approaches to advertising and community outreach

Sought and created fundraising and sponsorship opportunities for University activities

 Created and performed program evaluations aimed at improving university participation and the program planning and execution process

Board Member, January 2005 – January 2007

New Mexico Highlands University Board of Regents, Las Vegas, NM

- Chairman of the Student Affairs Committee responsible for conducting effective monthly
 meetings where administrative and student updates and concerns were brought for
 discussion and resolution
- Created a university policy on naming university property
- Developed and presented for adoption the Department of Developmental Studies
- Developed and presented the Department of Academic Advisement
- Actively collaborated with, supervised and evaluated the performance of the President of NMHU
- Actively contributed to the generation of an administrative strategy for collective bargaining
- Contributed to the generation, approval, adoption and implementation of new and
 existing university policies pertaining to budget, student affairs, building and grounds
 management, academic affairs, personnel matters, and university investments

Board Member, January 2006 – January 2007

New Mexico Educational Assistance Foundation (NMEAF), Albuquerque, NM

- Represented New Mexico Highlands University as an active voting member of the NMEAF board in matters pertaining to educational loans, educational affordability, and legislative priorities
- Actively collaborated with, supervised and evaluated the performance of the CEO of the NMEAF
- Contributed to the approval, adoption and implementation of new and existing policies
 pertaining to corporate budgets, investments, bonds, loans, educational loans, student
 benefit programs, personnel matters, and statewide secondary education affordability

Adjunct Faculty Appointments:

1st Year Experience, August 2005 – December 2006 NMHU Student Academic Support Services, Las Vegas, NM

Algebra, December 2005 – December 2006 NMHU College of Mathematics and Computer Science, Las Vegas, NM

Basic Mathematics, January 2006 – May 2006 Luna Community College Developmental Studies, Las Vegas, NM

Coordinator - New Student Orientations, February 2005 - August 2005

NMHU Recruitment Services, Las Vegas, NM

- Responsible for the design, organization and execution of five New Student Orientations, fulfilling one of the strategic goals of NMHU
- Supervised and coordinated the activities of 10 staff comprised of NMHU professional staff and students
- Innovatively managed a budget of \$10,000
- Increased the number of students attending early orientation sessions by 50% through increased planning and outreach
- Collectively established an academic advisement process aimed at ensuring adequate and manageable course loads

Director – Residence Halls/Coordinator of Conferences, December 2000 – May 2004 NMHU Department of Housing and Student Conduct

- Responsible for the oversight and evaluation of 8 hall staff and operating budget
- Responsible for the planning and execution of co-curricular activities aimed at integrating students into the university setting
- Responsible for implementing student code of conduct, and student disciplinary reprimands and appeals
- Increased student activity participation by 125%

Other Professional Boards/ Affiliations Board Member, Board of Education, Las Vegas City Schools 2011 - Present Council Member, Statewide ACT Council, NM 2011 - Present Board Member, Las Vegas Bridge Academy Charter School; 2007-2008



CERTIFICATE OF COMPLETION

Drivers License Number: Course Completion Date:

3311 March 3, 2015 303201501 No.

Name Address: Address:

City, State, Zio:

Ricky A Serna

Security Control No. 273713

Training Center: Instructor Name: Instructor Number:

Advantage Training Bernie Padilia 1004630

DDC 8/6

🗆 8 hours 🦪 6 hours

This certifies that the person named above has successfully completed the National Safety Council Defensive Driving Course 8/6.

THIS DOCUMENT IS VOID IF REPRODUCED



Understand the risks of distracted driving

- Talking on your cell phone, reading e-mail, putting on makeup or sending text messages are all examples of high-risk distracted driving
- · People who use cell phones while driving are 4 times as likely to be in a crash
- · More than 30 scientific studies agree that hands-free cell phones are not any safer to use when driving



Ricky A Serna

has completed the NSC Defensive Driving Course 48 hours 6 hours

President & CEO Training

Instructional Hours:

Training Center Bernie Padilla

1004630

Instructor

Instructor Number

Security Control No.

Keep this card for your records. Void if reproduced.

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NORTHERN NEW MEXICO COLLEGE 921 Paseo de Onate Espanola, New Mexico 87532

CERTIFICATION REGARDING STAFF, FACULTY AND POLICY & PROCEDURE HANDBOOK WEBSITE ADDRESSES

I certify that I have been given the web addresses for Staff and Faculty handbooks and Policy & Procedure information.

$\mathcal{O}(\mathcal{L})$		8/15/11
Signature		Date
Ricky A. Serne	PLEASE PRINT	



NORTHERN NEW MEXICO COLLEGE 921 Paseo de Onate Espanola, New Mexico 87532

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

certify that I will not engage	in the unlawful manufacture	re, distribution, dispensing, possession	1,
or use of a controlled substan	ce while under the employ of	of Northern New Mexico College.	•

Signature S115 | 11 Date

Ricky A. Serna PLEASE PRINT